Job Title: **Specialist – Inventory/Bookkeeper PPS** **Wage/Hour Status: Non-Exempt**

Reports to: **Coordinator – Facilities Support** **Pay Grade:** PG 5/226 days

Dept./School: **Physical Plant Services**

Terms of Employment:
12 months/ 226 days per year. Salary is at the Administrative Support Pay Plan PG 5 on the EISD Compensation Plan. Entry level rate of pay is $18.24/hour with additional consideration based upon directly related experience.

Primary Purpose:
The objective of this position is to execute the day-to-day management of fixed assets and work orders with a view of meeting campus and department needs to enhance the Physical Plant Services Department's productivity.

****This is a grant funded position. Continuation of position is contingent upon available funding.***

NOTE: Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately $50.00) paid by the applicant, before continuing with the process towards possible employment.

Qualifications:
Education/Certification

- Verification of High School Diploma or GED equivalent (recognized by the Texas Education Agency or regional accrediting agency)
- Verification of Thirty (30) hours of earned college credit from an accredited institution or
- Two (2) years of experience in data entry in a school system or
- Verification of Business college diploma plus three years of documented experience in related services

Special Knowledge/Skills:
- Familiar with school district reporting requirements and protocols.
- Knowledge of inventory and bookkeeping principles and practices
- Ability to use computer and software to develop spreadsheets and do word processing
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- Ability to work with numbers in an accurate and rapid manner to meet established deadline
- Ability to communicate verbally and in writing
- Ability to read and understand written instructions
- Good interpersonal and supervisory skills
- Good organizational skills

Experience:

- Two years of experience in a school district environment, preferably working in an operations department office position
- Proficient knowledge in using computerized accounting, inventory, work order or similar system

Major Responsibilities:

1. Add controlled and capitalized assets to the fixed asset database.
2. Performs field inventory by physically locating, identifying, and counting assets.
3. Adheres to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records.
4. Maintain the listing of fixed assets, update group of accounts and District's master file monthly for current purchases.
5. Maintain a control system for documenting transfers of equipment between premises by scheduling transfers with warehouse staff.
6. Work with Finance to reconcile physical inventory results to District master listing and make necessary corrections.
7. Record the requests for physical transfers to the appropriate areas.
8. Assist in scheduling viewing times with warehouse staff for District personnel to view surplus furniture and equipment. Help compile list for Surplus/Auctions.
9. Assist in verifying that donated items are useful to the district and coordinate acceptance and distribution.
10. Work and maintain the district's work orders.
11. Keep informed and comply with federal, state, and district policies and regulations related to Inventory control.
12. Attendance at work is an essential job function.
13. Perform other duties as assigned.

Supervisory Responsibilities:

- None.

Equipment Used:

Personal computer, printers, copy machines and peripherals.

Working Conditions:
Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions; maintain emotional control under stress. Extended hours of mental focus and concentration. Some travel within and outside of the district for necessary training.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____